

**System Settings**

System Navigation Basics - Review  
Navigation / Architecture  
System Architecture exercise (Floorplan)  
System Architecture exercise (Network)  
Privileges Review  
Create a system operator  
Manual Commands  
Equipment Touch Interface

**Advanced Security \*Optional WebCTRL Package**

Security Overview  
Location-dependent Security  
Operator Accounts with multiple access levels  
Security Assignments Report  
Recording reasons for edits  
Location and System Audit Logs

**Schedules Review**

Create a WebCTRL Schedule and Schedule Group

**Advanced Trending – Multiple Trends**

Trends Review  
Create complex Trend Graphs  
Trend Usage Report  
Global Copy Trend Historian settings

**Alarms**

Alarm Page Layout and Features  
Alarm Page Overview – View Tab  
Create a custom Alarm Category  
Enable alarm points  
Use Global Copy to replicate alarm settings  
Alarm Source Reports  
Create Alarm Messages (Points, Equipment, Areas)

**Alarms**

Equipment level alarm actions  
System level alarm action (Send Email)  
System level alarm action (Alarm Escalation)  
Use Global Modify to replicate alarm messages  
Other Alarm Reports & Functions

**Reports \*Optional WebCTRL Package**

Reports Overview (Geographic Tree)  
Equipment Reports  
Commissioning Reports  
Network Reports  
Equipment Summary Report  
Equipment Values Report  
Trend Samples Report  
Save and reuse a report design

**Factory Supported Add-ons**

Add-ons Overview  
Download and install Add-ons  
Configure installed Add-ons (Docs)  
Configure installed Add-ons (Notes)  
Configure installed Add-ons (Weather)

**Logic**

Logic Overview  
Cost Saving Strategies  
Study a Sequence of Operations  
Reverse Engineer Logic (AHU System)  
Reverse Engineer Logic (Boiler System)  
Reverse Engineer Logic (Chiller/Tower System)  
Final Audit Log  
Functional Test (Final Exam)